



Hellen Nkosi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration and office Assistant or Clerk

Preferred work location East Rand
Gauteng

Contacts and general information about me

Day of birth 1991-02-24 (33 years old)
Gender Male
Residential location East Rand
Gauteng
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2019.05 iki 2020.06**
Company name Gugulesizwe primary school Benoni
You were working at: Data capturers
Occupation Admin Assistant
What you did at this job position? Office Assistant

Education

Educational period **nuo 2015.01 iki 2015.11**
Degree Certificate
Educational institution End User Computer
Educational qualification Computer
I could work Office duties

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	good	good
isiZulu	good	good	good

Computer knowledge

Microsoft Word Excel Outlook and PowerPoint

Email incoming and outgoing emails

Answering incoming and outgoing calls

Data Capture

Conferences, seminars

Filling and bookkeeper

Recommendations

Contact person	Tv Mavundla
Occupation	Principal
Company	Gugulesizwe primary school Benoni
Telephone number	011 424 3302
Email address	Tv.mavundla@gmail.com

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-10-00 (5 years)
Salary you wish	5000 R per month
How much do you earn now	000 R per month